

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Wednesday, January 2, 2019 4:00 p.m.**

**Selectboard:** Kurt Johnson and Pat Sabalis  
**Town Staff:** Brian Bigelow  
**Public:** Ruth Miller (MMCTV), Dean Haller

**4:04 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Add an Executive Session regarding the Finance Officer position.

**4:05 p.m. Public Comment Period.** None

**4:02 p.m. Old Business.**

**FY19-20 Budget Review Update.** Selectboard and staff discuss proposed limited changes. Discussion to have an additional Special Meeting next week. Time and date to be determined based on Bill Hall's availability.

**Draft Town Meeting Articles.** Staff to prepare articles prior to next Selectboard meeting.

**Draft Loan Letter.** To be discussed in future Executive Session.

**Draft Town Meeting Selectboard Report.** Comments discussed. Pat Sabalis to make edits.

**Finance Officer Position.** To discuss in Executive Session later in the agenda.

**Human Resource Contract.** Dean Haller in attendance.

Kurt Johnson moved that the Town of Underhill contract with Dean Haller to assist with the Town's Human Resource responsibilities as detailed in Scope of Work. Pat Sabalis seconded and the motion passed 2-0.

Chair signed the provided Consulting Agreement

**4:55 New Business.**

**Dean Haller, Interview for Recreation Committee vacancy.** Dean Haller and Selectboard discussed his interest in serving on the Underhill Recreation Committee. Notice made that the vacancy is for the remainder of a 3-year term that expires in March 2019. Haller would be interested in being reappointed at that time.

Kurt Johnson moved that Dean Haller be appointed to the Underhill Recreation Committee to fill the remainder of a term expiring this March. Pat Sabalis seconded and the motion passed 2-0.

**Flats Sidewalk Update.** Staff reviewed status of securing temporary construction easements.

**Draft FY18 Audit Management Discussion Letter.** Draft letter not yet available.

**5:00 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the November 29, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed by a vote of 2-0.

Kurt Johnson moved to approve the minutes of the December 4, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed by a vote of 2-0.

Kurt Johnson moved to approve the minutes of the December 13, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed by a vote of 2-0.

Kurt Johnson moved to approve the minutes of the December 18, 2018 Selectboard Public Informational Meeting. Pat Sabalis seconded and the motion passed by a vote of 2-0.

Kurt Johnson moved to approve the minutes of the December 18, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed by a vote of 2-0.

### **5:10 p.m. Member Items, Correspondence, Announcements, Schedule.**

**Correspondence.** Selectboard acknowledged receipt of:

- Budget information from Underhill Jericho Fire Department.
- Request of Ann Linde to plant lilacs at Moore Park in memory of her mother Irene Linde. Consensus of Selectboard to approve the concept. Family to return with proposed number and location. Input to be sought from the Recreation Committee and Conservation Commission as well.
- Copy of 2018 Road Ordinance incorporating comments from December 18, 2018 meeting.
- Response to Christopher Roy, representing David Demarest, approving request to remove snow from Class 4 Fuller Road. Simultaneous request to remove snow from Crane Brook Trail was not granted. Consensus is to have Chair sign the letter.
- Notice from Murphy Sullivan Kronk re: 2018 charitable contributions
- Ross Environmental Associates quote for 2019 Water Quality testing at the former landfill in the amount of \$7,915.

**Schedule.** Notice made that the next Regular Selectboard date is January 15, 2019 and that a Special Meeting would be held on January 8, 2019 at a time to be determined.

### **5:16 p.m. Executive Sessions.**

Chair moved to enter Executive Session with staff under 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Pat Sabalis seconded and the vote passed 2-0.

Chair moved that the Selectboard find that premature general public knowledge of the review of proposed contract between the Underhill Jericho Fire Department (UJFD) and the Towns of Underhill and Jericho would clearly place the Town at a substantial disadvantage in negotiations. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Chair moved that the Selectboard and Staff enter Executive Session to discuss the proposed contract under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. Pat Sabalis seconded and the motion passed on a vote of 2-0.

At 5:26 p.m. the Chair moved to exit the Executive Session relative to municipal personnel. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Kurt Johnson moved that the Town of Underhill hire Jennifer Silpe-Katz as Finance Officer with a hourly wage of \$26.00 and with a start date to be determined. Pat Sabalis seconded and the motion passed 2-0.

Selectboard emphasized Jennifer Silpe-Katz's professional experience and relevant education as factors in their decision.

At 5:35 p.m. The Town of Jericho Selectboard, having also entered Executive Session with Staff Attorney, met jointly with Underhill Selectboard.


At 6:26 p.m. the Chair moved to exit the Executive Session relative to the UJFD contract. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Both boards agreed to schedule an additional meeting.

**6:27 p.m. Adjournment.** On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
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Kurt Johnson, Chair